申 訴 專 員 公 署
OFFICE OF THE OMBUDSMAN
職 位 申 請 書
Application Form for Employment

申請人須知
Notes for Applicants

1. 申請書須送達**香港郵政總局郵箱 3300 號**申訴專員公署。信封面請註明「申請職位」。
Application should reach the Office of The Ombudsman at **G.P.O. Box No. 3300, Hong Kong**. Please mark "Post Application" on the envelope.

2. 申請人必須填寫本申請書所有部分，並確保所提供資料正確無誤。**申請人須夾附證書及修業成績表副本，以證明具備報稱的學歷及工作經驗。**如空位不敷應用，請另頁詳列有關資料，並夾附於本申請書。
Please ensure that all parts in the form are completed and the information is accurate. **Copies of certificates and transcripts in support of academic qualifications and working experience should accompany the completed application.** If there is insufficient space, please give details on a separate sheet to be attached to the application form.

3. 本署通常不會發出認收申請書函件，如欲收到本署的認收函件，請隨申請書夾附寫上申請人姓名、地址及貼足郵票的回郵信封。
This Office normally will not issue acknowledgement of your application. If you need an acknowledgement, please enclose a stamped, self-addressed envelope with your application.

4. 申請人如未能提供全部所需的資料，或所填寫的資料未能清楚顯示申請人具備有關職位所需的最低資歷、培訓、經驗或其他條件，申請將不獲處理。
Your application will not be processed if you fail to provide all information as requested, or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.

5. 本署將於遴選期間要求申請人出示有關身份及資歷文件的正本以作查核。
Applicants will be required during the recruitment process to produce original/certified true copies of all documents pertaining to their identification, qualifications and working experience for verification.

6. 申請人所提供的資料，將用於招聘工作及其他與僱用有關的事宜。有關資料可能送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與申訴專員公署招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。在一般情況下，未獲取錄申請者的個人資料，將於招聘程序完成後兩年全部銷毀。
The information provided will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with The Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on unsuccessful applicants will normally be destroyed two years after completion of the recruitment exercise.

7. 提交申請書後，本申請書內所提供的資料如有任何更改，申請人須通知本署。
You are required to notify this Office if there are any subsequent changes to the information provided after submission of the application form.

8. 申請人提交申請書後，如欲改正或查閱個人資料，或查詢與招聘有關的事宜，請與本署高級行政主任（人力資源）聯絡（電話號碼：2629 0423）。
For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact Senior Manager (Human Resources) of this Office at 2629 0423.

Application No.:____________________
申請書編號 (For office use only)
（只供辦事處填寫）

申訴專員公署
OFFICE OF THE OMBUDSMAN
職位申請書
Application Form for Employment

申請職位 Position applied for	從何處得悉此職位空缺 Source of information about this vacancy

I 個人資料 Personal Particulars

英文姓名 Name in English	稱謂 Title	姓氏 Surname	名字 Given names
中文姓名 Name in Chinese	出生年份 Year of birth	香港身份證／護照號碼* HK ID Card/ Passport No.*	
地址 Address	電話號碼 Tel. No.	住宅 Residence 辦事處 Office	手提 Mobile
	電郵地址 Email		

* 請刪去不適用者 Please delete where appropriate

II 學歷 Academic Attainment

(1) 就學詳情（按就讀日期倒序列出）Education (in reverse chronological order)

曾經／現正就讀的學校、學院、大學等 Schools, Colleges, Universities, etc. Attended/Attending	就讀的班級／課程及已獲取／將獲取的學歷（例如：中一至中六；副社會科學學士；榮譽文學士 － 二級榮譽甲等(主修：地理、副修：歷史)） Class/Programmes Attended/Attending and Qualification Obtained/to be Obtained (e.g. Secondary 1 – 6; Associate of Social Science; Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History))	上課方式（例如：當地院校全日／兼讀制、遙距授課等） Mode of Attendance (e.g. Full-time/Part-time on Campus, Distance Learning, etc.)	就讀日期（月／年）Date (Month/Year)	
			由 From	至 To

(2) 公開考試成績（按考試日期倒序列出）Public Examination Results (in reverse chronological order)

頒發機構 （例如：香港考試及評核局） Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 （月／年） Date Issued (Month/Year)	公開考試 （例如：香港中學文憑考試、香港中學會考） Public Examination (e.g. Hong Kong Diploma of Secondary Education Examination, Hong Kong Certificate of Education Examination)	科目及成績 （例如：中國語文(4)、英國語文科(課程乙) (C)、形象設計(達標)） Subjects and results attained* (e.g. Chin Lang (4), Eng Lang (Syl. B) (C), Image Design (Attained))

* *申請人在填寫香港高級程度會考成績時，請列明及格科目為高級程度或高級補充程度。*
Please specify whether the subjects passed in the Hong Kong Advanced Level Examination, if any, are of Advanced Level or Advanced Supplementary Level.

(3) 語文科目最佳成績（包括海外考試）
Best Results in Language Subjects (including overseas examinations)

(a) **中文科最佳成績** （請於方格內填寫等級，如：5, 4, 3 或 A, B, C 等。）
Best Results in Chinese Language Subject (Please specify the grading, e.g. 5, 4, 3 or A, B, C etc. in the box(es).)

(i) 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination ☐

(ii) 香港高級程度會考（高級程度／高級補充程度）Hong Kong Advanced Level Examination (A-level/AS-level) ☐

(iii) 香港中學會考 Hong Kong Certificate of Education Examination

2006 年或以前 Year 2006 or before ☐ 2007 年或以後 Year 2007 or after ☐

(iv) 其他公開考試（請列明）Other Public Examinations (Please specify) ☐

____

(b) **英文科最佳成績** （請於方格內填寫等級，如：5, 4, 3 或 A, B, C 等。）
Best Results in English Language Subject (Please specify the grading, e.g. 5, 4, 3 or A, B, C etc. in the box(es).)

(i) 香港中學文憑考試 Hong Kong Diploma of Secondary Education Examination ☐

(ii) 香港高級程度會考（高級程度／高級補充程度）Hong Kong Advanced Level Examination (A-level/AS-level) ☐

(iii) 香港中學會考 Hong Kong Certificate of Education Examination

2006 年或以前 Year 2006 or before 2007 年或以後 Year 2007 or after

課程甲 Syllabus A ☐ 課程乙 Syllabus B ☐ ☐

(iv) 其他公開考試（請列明）Other Public Examinations (Please specify) ☐

____

III 專業資格（按日期倒序列出）Professional Qualifications (in reverse chronological order)

持有的專業資格 Professional Qualifications	頒發機構全名 Full Name of Issuing Authority	已達到／將達到的程度 Level Attained/ to be Attained	獲取／將獲取資格的日期（月／年） Date Obtained/ to be Obtained (Month/Year)

IV 就業情況 Employment Record

(1) 現時（或最近期）職位 Present (or Last) Appointment

僱主名稱 Employer's name		業務性質 Nature of business
職位 Position held		所督導的員工人數及職級 Number and rank supervised
全職 Full-time ☐	兼職 Part-time ☐	
基本薪金 Basic salary	其他薪酬（花紅、津貼、酬金等） Other emoluments (bonus, allowances, gratuity etc)	
聘任日期 Date appointed	服務年期 Years of service	離職所需的通知時間 Resignation notice required
離職日期及原因（如適用者） Date left and reason for leaving (if applicable)		
主要職責 Major responsibilities		

(2) 過往就業詳情（按日期倒序列出） Previous Appointments (in reverse chronological order)

僱主名稱 Name of employer	全職 Full-time	兼職 Part-time	職位 Position held	最後支取薪金 Last salary	日期（月／年）Date (Month/Year) 由 From	 至 To	服務年期 Years of service

V 義務工作 Voluntary Service

機構名稱 Name of Organisation/Agency	職位 Position held	日期（月／年） Date (Month/Year)	
		由 From	至 To

VI 其他資料 Other Information

(1) 請列出與申請職位有關之其他專長及資料（如電腦知識、通曉語言、中英文打字速度等）。
Please state any other relevant skills or information which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.)

(2) 申請人如為殘疾人士，請註明殘疾的性質及程度，以及在參加考試／面試需要的特別安排。（可選擇是否填寫本欄）
In the case of a candidate with disability, please indicate nature and degree of disability, and specify any special arrangement required for taking the examination/attending an interview. (Optional)

(註：本署在遴選時對殘疾人士及其他申請人會一視同仁，並以公平、公正的方式處理申請。 Note: Candidates with disabilities will be considered on equal terms with other applicants and their suitability would be assessed in a fair and impartial manner.)

VII 聲明 Declaration

1. 本人明白，倘若故意虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知申訴專員，可令本人喪失獲申訴專員錄用的資格；即使已獲申訴專員錄用，亦可遭終止聘用。
I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify The Ombudsman any subsequent change of information provided, it will render me liable to disqualification for employment by The Ombudsman or termination of employment, if already employed by The Ombudsman.
2. 本人同意申訴專員可就與申訴專員公署的招聘工作及僱用有關的事宜，以及為核實上述資料，進行必要的查詢。本人授權政府所有部門及其他組織或機構可就這些查詢，透露任何有關的記錄及資料（其中包括：在提出聘任前，向本人的現時及／或前僱主及／或諮詢人索取推薦書；向有關當局／機構／醫護人員索取本人的體格檢查報告、醫事委員會報告或診療記錄，並將有關資料送交其他當局／機構／醫護人員；以及向有關院校／機構查詢本人的學術／專業資格和索取有關記錄，並將有關資料送交其他當局／機構進行學歷評審）。
I consent to The Ombudsman making any necessary enquiries for purposes relating to recruitment by and employment with The Ombudsman and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) and/or referees before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).
3. 本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與申訴專員公署招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。
I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with The Ombudsman e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期 Date ______________________

簽署 Signature ______________________